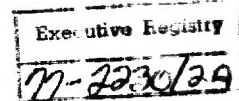


CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505



White House

1 DEC 1977

The Honorable Alan K. Campbell  
Chairman, Civil Service Commission  
U.S. Civil Service Commission  
Washington, D.C. 20415

Dear Mr. Chairman:

This is in response to your memorandum of 18 November 1977 concerning participation in the new Presidential Management Intern Program established by Executive Order 12008.

We are pleased to report that we plan to employ one intern next year. We would appreciate receiving nominations as soon as possible since the person selected will have to meet our security and other applicant processing standards.

The intern will be assigned to a position in our Headquarters area and will not be utilized in any field assignments during the first two years. This is a general practice for us since we do not assign individuals overseas without sufficient formal and on-the-job training. At the present time, we anticipate assigning the intern to the Directorate for Administration, which is concerned with overall support to our other organizational entities. Initially, his first assignment may be for a period of one year in our Office of Finance followed perhaps by a staff assignment under the jurisdiction of a senior official in the immediate office of the Deputy Director for Administration.

STAT  Chief, Staff Personnel Division, will serve as the Agency coordinator for the program. He may be reached on 351-3800.

We appreciate the opportunity to participate in this worthwhile program.

Sincerely,



Acting Director of Personnel

Distribution:

- Orig - Addressee  
1 - EO/ADDA 1 - Executive Secretary  
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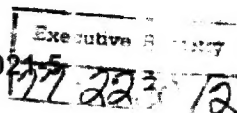


CHAIRMAN

Approved For Release 2004/08/11 : CIA-RDP80M00165A002200120021-5

WASHINGTON, D.C. 20415

November 18, 1977



MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his September 1 memorandum to you President Carter asked for full agency participation in the new Presidential Management Intern Program established by Executive Order 12008. On September 15, I wrote to you seeking your support for the Program. In my September 15 memorandum, I asked that you make a preliminary estimate of the number of interns your agency expects to hire next year; the types of positions in which interns will be placed; and the expected distribution between headquarters and the field. At that time I also requested that you designate a key official in your agency to serve as a coordinator for the Program. This person would work with the Commission on the completion of Program procedures; on the designation of representatives from your agency to serve on regional screening panels; and on the referral of candidates to positions in your agency. Attached are copies of these two earlier memoranda.

This information was requested by October 10, 1977. However, we have not yet heard from your agency.

It is important to the success of the Program that we have your full support and participation. President Carter has indicated his high hopes for this Program. I would, therefore, like to have from you by no later than December 8, the requested information on your agency's plan to participate in the Presidential Management Intern Program.

Sincerely,

*Alan K. Campbell*  
Alan K. Campbell

Attachments

*C. H. Hoesl*

STAT

Approved For Release 2004/03/11 : CIA-RDP80M00165A002200120021-5

Approved For Release 2004/03/11 : CIA-RDP80M00165A002200120021-5

WASHINGTON

September 1, 1977

MEMORANDUM FOR HEADS OF  
DEPARTMENTS AND AGENCIES

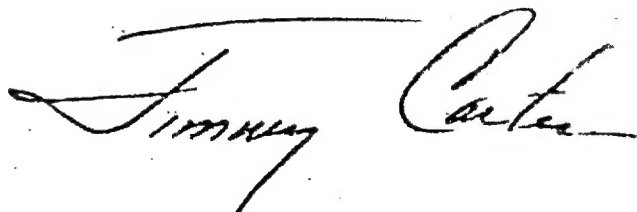
Please take a moment of your time to read the attached Executive Order. It creates a new and important program that affects all of you.

Each of the 250 Presidential Management Interns who are to be appointed annually by the Civil Service Commission will have specialized in public management at graduate school. After successfully serving two years as interns, they can continue in the career civil service. They are going to be a valuable source of new ideas and insights.

I expect all of you to participate in this program, giving these recent graduates challenging and rewarding assignments throughout your organization, in your headquarters as well as your field offices. The program will not succeed unless you help.

The first candidates will be nominated by their Deans this fall. Finalists will be chosen in early 1978. In the spring, the interns will begin arriving in the agencies, and all of them should be on the job by July 1. The program will have a strong affirmative action component, and in addition, state and local governments will be told about it so that they can participate later.

I have asked Chairman Campbell of the Civil Service Commission to send you more details, and to keep me informed about how the program is progressing. As you know, I want very much to improve the management of the Federal government, and this program is a useful step in that direction.

A handwritten signature in dark ink, reading "Jimmy Carter". The signature is fluid and cursive, with the first name "Jimmy" and the last name "Carter" clearly distinguishable.



Approved For Release 2004/03/11 : CIA-RDP80M00165A002200120021-5  
**UNITED STATES CIVIL SERVICE COMMISSION**

**WASHINGTON, D.C. 20415**

**CHAIRMAN**

**September 15, 1977**

**MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES**

As you know, President Carter recently signed Executive Order 12008, which established the Presidential Management Intern Program. The comments made by the President at the public signing ceremony, the August 29 cabinet meeting, and in his memorandum to you of September 1, demonstrate the high hopes he has for this Program to improve Federal management and to strengthen Federal-university relations. I hope I can count on your personal involvement to help assure the success of this undertaking.

The Program is designed to bring into government each year 250 of the highest caliber individuals from among those receiving graduate degrees in the field of public management. The fact that these people elected to be trained in public management is a measure of their commitment to public service careers. This Presidential Program is designed to attract to the Federal Government the very best of these men and women.

The Program provides for two-year excepted appointments, beginning at the GS-9 level, with the authority for noncompetitive conversion to the career service upon successful completion of the internship. Unlike other fellowship programs, wherein participants are assigned as assistants to Cabinet members and other senior officials, participants in this intern program will generally be assigned to staff units in administrative and managerial services, such as program, budget, and management analysis, and to appropriate positions in operating programs in your agency. Rotation among several positions would be desirable during the course of the internships. It would also be desirable to have positions of this type identified both at headquarters and in the field, with planned assignments in both places.

Assignments for the interns should offer real and challenging developmental opportunities. As interns demonstrate their capability for making contributions at higher levels of responsibility in their field, they may receive career promotions in accordance with existing promotion guidelines. While special orientation sessions for the interns will be planned by the Civil Service Commission, interns should be included in educational enrichment and training opportunities offered to other employees. These efforts may be coordinated with those of other internship programs you may have.

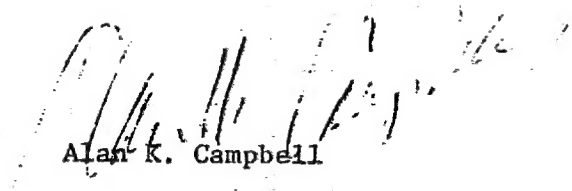
The Commission is in the process of developing guidance on nominating criteria and selection procedures for issuance by early October 1977. Deans of the appropriate graduate schools will nominate candidates for the Program.

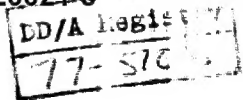
but final selections will be made by the agencies after a round of screening panels conducted jointly by the Civil Service Commission, agency representatives, and State and local officials throughout the country. We expect most interns to enter on duty in the summer of 1978, though some placements may be made earlier.

Let me emphasize a number of key points about the Program which could be helpful in developing your agency plans. While only 250 interns will be hired each year, the President, as stated in his September 1 memorandum, has expressed the view that all agencies should participate. I am confident that all agencies will plan to employ an appropriate number of interns in relation to the agency's size and the types of positions in the agency.

In order to have as much information as possible for dissemination to the universities, and for purposes of program planning, I am requesting that you provide a preliminary estimate on the number of interns your agency expects to hire next year; the types of positions in which interns will be placed; and the expected distribution of positions between headquarters and field. I am also requesting that you designate a key official in your agency to serve as a contact for the Program. This person would work with the Commission in the completion of Program procedures; in the designation of representatives from your agency to serve on regional screening panels; and in the referral of candidates to positions in your agency. We will need this information no later than October 10.

I look forward to your personal support and assistance in carrying out the Presidential Management Intern Program to ensure that it achieves the objectives set forth by the President. In the meantime, any suggestions you might have which would help us in planning for the Program would be appreciated. I would be pleased to meet with you personally to discuss the purposes of this Program if you think that would be useful.

  
Alan K. Campbell



14 SEP 1977

77-576

MEMORANDUM FOR: Director of Central Intelligence

FROM : Michael J. Malanick  
Acting Deputy Director  
for Administration

SUBJECT : Presidential Management Intern Program

REFERENCE : Memo for Heads of Departments and  
Agencies from President Jimmy Carter  
dtd 1 Sep 77, same subject

1. Action Requested: That you approve this Agency participating in the Presidential Management Intern Program.

2. Background: On 25 August President Carter, in a ceremony in the Rose Garden, expressed his interest in bringing into Government graduates of the public management programs and establishing a Presidential Management Intern Program. On 1 September he signed a memorandum for Heads of Departments and Agencies which further emphasized his interest in the Program and the fact that he expects all Heads of Departments and Agencies to participate. As you can see from the attached memoranda, candidates will be nominated by their deans this fall, with the finalists being chosen in early 1978. All interns should be on the job by 1 July 1978.

3. Staff Position: I have discussed this Program with the Director of Personnel, and we are both in agreement that this Agency should participate. The President's message is very clear, and I believe that we can appropriately use one or two of these interns every year. The Director of Personnel will keep on top of the details with the Civil Service Commission and establish a mechanism for selecting candidates who are interested in and can make a contribution to the Agency.

4. Recommendation: It is recommended that you approve the Agency participating in the Presidential Management Intern Program.

/s/ Michael J. Malanick  
Michael J. Malanick

APPROVED: /s/ Stansfield Turner

20 SEP 1977

DISAPPROVED: \_\_\_\_\_

\_\_\_\_\_  
Date

Dist:

- Orig - Return to D/Pers
- 1 - DCI
- 1 - Acting DDCI
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- 2 - Acting DD/A
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Originator:  STAT  
Director of Personnel

STAT  
OD/Pers/  :jmm (13 Sep 77)



THE WHITE HOUSE  
WASHINGTON

PMS 77-2087

September 1, 1977

MEMORANDUM FOR HEADS OF  
DEPARTMENTS AND AGENCIES

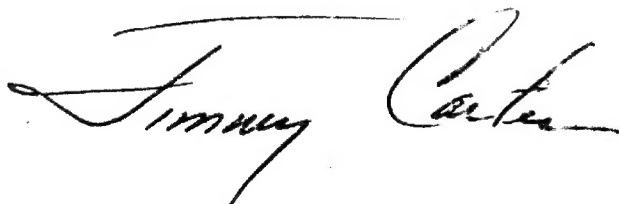
Please take a moment of your time to read the attached Executive Order. It creates a new and important program that affects all of you.

Each of the 250 Presidential Management Interns who are to be appointed annually by the Civil Service Commission will have specialized in public management at graduate school. After successfully serving two years as interns, they can continue in the career civil service. They are going to be a valuable source of new ideas and insights.

I expect all of you to participate in this program, giving these recent graduates challenging and rewarding assignments throughout your organization, in your headquarters as well as your field offices. The program will not succeed unless you help.

The first candidates will be nominated by their Deans this fall. Finalists will be chosen in early 1978. In the spring, the interns will begin arriving in the agencies, and all of them should be on the job by July 1. The program will have a strong affirmative action component, and in addition, state and local governments will be told about it so that they can participate later.

I have asked Chairman Campbell of the Civil Service Commission to send you more details, and to keep me informed about how the program is progressing. As you know, I want very much to improve the management of the Federal government, and this program is a useful step in that direction.



OFFICE OF THE WHITE HOUSE PRESS SECRETARY

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THE WHITE HOUSE

REMARKS OF THE PRESIDENT  
AT  
SIGNING CEREMONY FOR EXECUTIVE ORDER  
ON  
PRESIDENTIAL MANAGEMENT INTERN PROGRAM

THE ROSE GARDEN

10:00 A.M. EDT

THE PRESIDENT: About a year ago at Syracuse University I espoused a proposal that had been made earlier by others, including Ilmer Staats, to begin a Presidential Management Intern Program, bringing into our Government graduates of the public management programs.

We now have about 20,000 graduate students in public management in about 150 universities and colleges. I am sure we will have intense competition for these jobs in Government. Many of the people in the audience today in the educational institutions have been involved in the preparation of the program which I will initiate today by signing an executive order.

But equally important are the administrators of our Government agencies who are also in the audience, who will find very valuable, I am sure, these interns who will come in to serve for two years.

There won't be a special allotment of funds for this program. The budgets are there and the normal budget processes will prevail, but we will have a chance to bring into our Government the finest graduates of our business management schools.

I think it is accurate to point out that those who serve in management positions in our Government now are also of superb quality, deeply dedicated, highly competent professionals in every way.

Quite often they are not adequately recognized, and I think it is accurate to say that these new interns in the program will undoubtedly be highly publicized, will help to reassure the American public about the high quality of all those who serve professionally in our Government itself.

I am very proud of this program. We will have about 250 men and women brought into the Government every year. They will serve for two years; we will have a maximum of 500 at any one time. And they will be offered a job at a good salary. At the conclusion of the two-year period, they can decide to stay permanently in the Government, or not -- we hope that many of them will -- and they will have the advantage of knowing Government at its finest.

Page 2

I think that in the future it is likely we will expand this program. Alan Campbell is already working on some possible improvements to it. One might be a cooperative program for graduate students who are still in college, whereby they might work part-time in government and receive credit from the government and from the university both for this experimental work.

We have high hopes that this will meet all of our objectives and that it will be successful in every way. I think one other ancillary benefit will be that we can more directly tap the tremendous reservoir of innovation, education, experiment, advice and counsel that exists within our higher educational institutions that are not often used by government. And I think the intern program itself, because it has to be a shared program, will help to tie together much more closely our educational institutions and the government on a continuing basis.

I think at the same time the benefits will flow to the universities, because as a common assessment of the experiences of these interns is examined by government and the universities, I think the teaching institutions will then see some of the latest problems and achievements and challenges of the government itself.

So for many reasons, I think this is one of the finest programs that I have had a part in, and I believe that all those assembled here today will insure the success of their efforts.

I would particularly like to express my thanks to Alan Campbell, who heads the Civil Service Commission, and who has been instrumental in bringing together these ideas. And it is with the greatest pleasure that I, as President of our country, sign an Executive Order to implement the President's Management Intern Program for the first time in the United States Government. (Applause) It will also be nice to have 250 other interns to join us newcomers to government. (Laughter)

MR. CAMPBELL: I believe the President has said it all. Those of us gathered here today are those who can make this program a success. I hope very much all of us will make every effort to do that. I can assure you you will have the full cooperation of the Civil Service Commission, both the chairman and the other commissioners who are here with us today. It is, I believe, the first step -- small, nonetheless significant -- in our effort to totally revitalize the personnel system of the Federal Government.

Mr. President, you have the appreciation of all of us.

END (AT 10:06 A.M. EDT)

Office of the White House Press Secretary

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THE WHITE HOUSE

EXECUTIVE ORDER

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PRESIDENTIAL MANAGEMENT INTERN PROGRAM

By virtue of the authority vested in me by Sections 3301 and 3302 of Title 5 of the United States Code, Section 301 of Title 3 of the United States Code, and as President of the United States of America, it is hereby ordered as follows:

Section 1. There is hereby established the Presidential Management Intern Program, hereafter referred to as the Program, the purpose of which is to attract to Federal service men and women of exceptional management potential who have received special training in planning and managing public programs and policies.

Sec. 2. Outstanding individuals who have pursued a course of study oriented toward public management at a graduate-level educational institution and who, at the time of application, have recently received or will shortly receive an appropriate advanced degree, are eligible to apply for participation in the Program.

Sec. 3. The United States Civil Service Commission, hereafter referred to as the Commission, shall develop appropriate procedures for the recruitment, screening, and selection of applicants possessing the qualifications described in Section 2 of this order. In developing these procedures, the Commission shall be guided by the following principles and policies:

(a) The number of interns participating in the Program shall at no time exceed five hundred.

(b) Final selection of interns shall be made by the head of the department, agency, or component within the Executive Office of the President in which the intern is to be employed, or by the designee thereof.

(c) The procedures so developed shall provide for such affirmative action as the Commission deems appropriate to assure equal employment opportunity.

(d) To the extent permitted by law, the Commission is authorized to enter into appropriate cooperative arrangements with State and local officials and appropriate private institutions for recruitment and screening of candidates for the Program.

Sec. 4. Upon selection, candidates shall be appointed as interns to positions in Schedule A of the excepted service for a period not to exceed two years. Their tenure shall be governed by the following principles and policies:

2

(a) Interns shall be assigned responsibilities consistent with their public management backgrounds and the purposes of this Program.

(b) Continuation in the Program shall be contingent upon satisfactory performance by the interns throughout the internship period.

(c) Except as provided in subsection (d) of this Section, service as interns shall confer no rights to further Federal employment in either the competitive or excepted service upon expiration of the two-year internship period.

(d) Interns may be granted competitive civil service status if they satisfactorily complete their two-year internships and meet all other requirements prescribed by the Commission.

Sec. 5. The Commission shall prescribe such regulations as may be necessary to carry out the purposes of this order.

JIMMY CARTER

THE WHITE HOUSE,

August 25, 1977.

♦ ♦ ♦ ♦ ♦

FOR IMMEDIATE RELEASE

AUGUST 25, 1977

Office of the White House Press Secretary

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THE WHITE HOUSE

The President today signed an executive order establishing a Presidential Management Intern Program which will provide two-year federal internships for up to 250 persons each year.

Competition will be limited to students who have recently received or will receive an advanced degree in public management. Students must be nominated by their universities.

The program's objective is to attract committed young men and women who are well trained in public management to the federal service.

While internship appointments will not be permanent, they may be converted to career appointments after two years of service. Participants will be appointed at grade GS-9 of the General Schedule, which currently pays \$14,097 per year. No more than 500 may be enrolled at any given time.

The program is not expected to increase the size of the federal work force. Rather, it offers a new means for program managers to increase their intake of promising new employees who are specifically trained in public management.

The program will be administered by the U.S. Civil Service Commission, which will develop and issue policies for nominating, screening, and selecting participants. First participants will be those receiving master's or doctoral degrees in 1978.

Civil Service Commission Chairman Alan K. Campbell said the Commission will rely heavily on the recommendations of deans and faculty of graduate schools of public affairs and public administration, as well as their counterparts in business schools that offer public management programs.

He also stressed that affirmative action will be an important aspect of the program, and stated: "We will take every possible step to insure that this program will represent an important and new avenue for well-qualified minorities and women to have an opportunity to demonstrate their potential for future managerial posts in government."

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